

EECBG-I1 Pre-Proposal Meeting Summary

4/22/2009

1. Introduction

The City of Durham has received a grant of \$2.1 million from the U.S Department of Energy's Energy Efficiency and Conservation Block Grant program funded through the American Recovery and Reinvestment Act (ARRA). Some of this grant will fund the procurement of an energy monitoring and analysis software package, necessary applicable hardware, system training, and on-going maintenance and support services.

The federal government is very serious about transparency and being able to track the funds, so there will be very stringent tracking/measurement requirements. Contractors will be required to register with the federal government and to submit monthly reports. The requirements are likely more involved than other City or federal grants in the past.

The City of Durham owns, leases, and operates facilities and properties throughout the City and County of Durham. The City's current method of monitoring a facility's energy consumption is through monthly utility bill summaries. The value of this information is limited as it does not aid in detecting consumption anomalies, system malfunctions, or measurement & verification for energy saving measures.

The City is planning an initial deployment to monitor electricity & natural gas consumption in 5 – 10 facilities. It is the City's intent to scale this platform to a wider range of City-owned facilities in years to come.

2. RFP

The RFP was discussed at the pre-bid meeting. Points of emphasis include:

Section 1.5: Proposals are due to the address listed on the RFP, not the location where the pre-bid meeting was held. Please send or deliver proposals to the Energy Program Specialist, 120 E. Parrish St. 1st Floor, Durham, NC 27701. Proposals shall be double-sided on recycled content paper and unbound. Include an electronic copy (Word or .pdf) on disk or jump drive.

Section 2.3: Budget

More facilities metered within the established budget will receive higher consideration in the Cost section of the point-scoring evaluation (Section 5.2).

The budget estimate was generated by what was available by the grant. The grant proposal was generated in May of 2009. The estimates were determined based on discussions with various vendors.

Section 3.1: Cover Letter

A cover letter must be included with each proposal and include one of the two paragraphs in section 3.1. This must be signed by a principal of the proposing firm.

Section 3.2: Core Requirements

- If the proposed software does not include one of the required core requirements but the proposer can develop it within 60 days of contract signing, the proposal will be considered
 - If it is the intent of the proposer to develop features for the purpose of this proposal, please make that known in the proposal & detail the future features.
- Some buildings have energy audit info including types of equipment, recommended upgrades, etc. that we would like to be able to store in the software as building information data.

Section 3.10: Data Universal Numbering System (DUNS) Number

The process for obtaining a DUNS number and registering with the Central Contractor Registration (CCR) can take some time, and they are overloaded right now. We strongly recommend that anyone interested in this project or other ARRA funding apply now. It is free, and to work on any ARRA projects, you must have it.

Section 3.11: Statement of Jobs Creation and/or Retention

It is unlikely that this amount of funding will allow an organization to hire a new employee. Please indicate how many hours you expect your employees to work total on this project (existing, new, retained).

Section 3.12: Equal Business Opportunity Program:

- This City office monitors & supports minority and women-owned businesses who want to contract with the city government.
- Because of small size of the RFP, we will not set a goal for women and minority hiring, but we highly encourage such businesses to apply.
- There are forms at the end of the RFP that are **required** to be completed and submitted with your application; your application can be considered nonresponsive (and will not be evaluated) if these forms are not complete.
- Angela Henderson (919-560-4180) can help you properly fill them out forms and can also supply properly formatted ones if needed. These forms include:
 - Declaration of performance
 - Participation documentation form – identify your firm
 - Manage your profile – contact information for manager. Would your employees be considered socially or economically disadvantaged?
 - Equal opportunity statement – you can use your existing policy or include
 - a written statement for this RFP
 - Employee breakdown – give us the demographics (gender, ethnicity/race) of your business:
 - Part A is for a firm with one office
 - Part B is for larger firms with multiple offices working on the project
 - If you already complete an EEO-1 for the federal government (for federal funding), you can insert it instead of this form.

Section 4.18: American Recovery and Reinvestment Act

This is ARRA funding with specific requirements (Appendix E):

Reporting: Report once per month by the 7th day of the month. Reports will include hours worked, progress made, milestones accomplished, etc.

Buy American: Vendor should be able to supply proof that products supplied as part of this contract comply with the terms of the Buy American clause in Appendix E.

Section 4.7 Inspection of place of business

The City of Durham, US Department of Energy, and other federal organizations have the right to inspect the selected vendor's place of business.

Section 4.16 Proposer Identification

It is recommended that a Federal Tax ID is submitted with the proposal. This information will be required from the selected contractor.

Section 3.4 Software License

Can provide website services – The City would prefer using server space on main server in City Hall, however the proposer can provide Software as a Service if it is economical.

Appendix C: City of Durham Sample Contract

The sample contract included as appendix C is close to the final contract that will be signed between the City and the contractor. Please make sure your company is comfortable with the conditions as outlined.

Appendix D: Policy to Promote Environmentally Sound Practices by City of Durham Vendors

City vendors and contractors are expected to adhere to this policy to the greatest extent possible.

Q & A (This section includes questions that were asked at the pre-proposal meeting as well as others that were submitted prior to the meeting)

Q1: Does the City have its own weather station or would the contractor need to include that in the proposal?

A: We were expecting to use NOAA data. The City *does* have a weather station on the roof of City Hall. This logger is a Davis Instruments Weatherlink Data Logger and it may be used to provide real-time weather data through the local area network.

Q2: Does the City have Ethernet to communicate information?

A: Yes and that is the preferred method of communication, but if you have an alternative solution, you can propose it.

Q3: What is the cost of installation of installing pulse outputs?

A; Duke is no charge for 1 meter per account. PSNC cost varies by facility & will be determined when facilities are selected. This cost will not be incurred by the selected vendor.

Q4: Who provides the wire?

A: The selected vendor. Include wire cost in proposals if necessary.

Q5: Who provides the hardware, software, and installation?

A: The Vendor provides the hardware & software. The City provides the labor of installation.

Q6: What type of training should the vendor expect to provide?

A: A webinar or group training seating to “train the trainer”. Vendor shall provide training to a small group as the vendor deems necessary to be able to fully understand how to operate the proposed software. Include a cost per hour for additional training services as may be needed.

Q7: Are the electric meters and natural gas meters at each facility in the same physical location?

There is some flexibility on which 5-10 facilities are selected to be monitored. In some facilities they will be close in others they may be far. If there is a significant cost difference for your solution if the meters are close or far, describe both scenarios and detail all of your assumptions.